

## CHAPTER OVERVIEW

This chapter describes procedures for conducting foster/kinship and adoptive family assessments.

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- 3.2 Adoptive Family Assessment
- 3.3 Foster/Adoptive Assessments/Licensing
- 3.4 Dual Licensing

Attachment A: Guide For Conducting Foster/Kinship Family Assessments

Attachment B: Foster Family Home Licensing Rules

Attachment C: Foster/Kinship Family Assessment Recording Outline

Attachment D: Guide For Conducting Renewal Assessment

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Attachment F: Guide For Conducting Foster Family Group Home Assessment

Attachment G: Foster Family Group Home Licensing Rules

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Attachment J: Foster/Adoptive Care Licensing

Attachment K: Guidelines For Adoptive Assessments

### 3.1 Foster/Kinship Family Assessment

NOTE: This procedure will be followed for kinship, foster family and foster family group home assessments.

The Children Services Worker will receive the completed application, CS-42, and complete and process/enter SS-60, Vendor Licensure/Placement Resource form.

Initiate action within 30 days of receipt of application by:

- a) Beginning Pre-Service Training;
- b) Face-to-face contact; or
- c) Group informational/orientation meeting.

Begin mutual selection process by personal interview.

Complete assessment using:

- a) Attachment A for foster/kinship families;
- b) Home study on kinship caregiver; and

- c) Attachments A and F for foster family group homes.

Establish compliance with licensing rules.

- a) 13 CSR 40-60.010 through 13 CSR 40-60.060 for foster/kinship families;

Related Subject: Chapter 3, of this section, Attachment B, Foster Family Home Licensing Rules.

- b) 13 CSR 40-72.010 for foster family group homes;

Related Subject: Chapter 3, of this section, Attachment G, Foster Family Group Home Licensing Rules.

NOTE: A child may be placed in a kinship/relative home prior to licensure, but only after a safety inspection of the home, Child Abuse/Neglect screening, and MULES background checks are complete. (See **Section 4.12 for background screening procedures for family and agency arranged kinship care, and Attachment A of this section for detailed fingerprinting procedure**). The kinship family will be paid a maintenance payment equal to the traditional foster care payment rate from the date of placement while all the licensing requirements are met. **This should be no longer than 30 days.** Until the home is fully licensed, the maintenance payment is made with state-only funds; IV-E reimbursement cannot be made. Kinship providers are required to complete STARS "For The Caregiver Who Knows The Child" training as a condition of licensure. Kinship parents who become licensed are eligible for professional parent incentive payments (PPMN).

Related Subject: See Sections 4.12.2 Family Arranged Kinship Care, and Section 4.12.3 Agency Arranged Kinship Care.

Complete assessment and recommendation within 120 days of receipt of application.

Related Subject: Chapter 3, of this section, Attachment C, Foster/Kinship Assessment Recording Outline.

NOTE: Keep licensing assessment (any data which supports licensure decision) separate from ongoing narrative completed during the course of the year (i.e., entries regarding foster parents, foster children, or biological parents) which does not effect licensure status. Licensing assessment is a matter of public record, and thus, open for viewing. However, certain sections contain sensitive information that is protected from routine public viewing without a court order or written consent by the foster parents. (See sections 610.010(6), 610.021, 610.032.1, 211.321.1, 610.120, 191.656.1, 630.140, 192.067, 192.667.3, 192.739, 620.010.14(7), RSMo).

Obtain applicant's signature on assessment indicating agreement; applicant retains one copy.

Update, process/enter SS-60; complete CW-203, "Foster Parent Identification Card", and obtain signed CM-14, "Cooperative Agreement for the Purchase of Professional Foster Care Services."

The licensing worker must also register each foster/kinship parent applicant with the **Family Care Safety Registry** prior to licensure.

### **LICENSE ISSUANCE**

Recommend issuance of license to foster/kinship parents for up to two year period.

### **LICENSE DENIAL**

Recommend denial using CS-20 (Foster Home Licensing Action form), through supervisory line to the Regional Director.

- a) Include a summary of the licensing rules on which the decision is based.
- b) When an action is CA/N related, submit a copy of form CPS-1, Child Abuse/Neglect Investigation/Family Assessment Summary and the CPS-1A, Safety Assessment (Part B)..
- c) When recommended action is denial, submit a copy of the home study to the Regional Office.
- d) Receive confirmation from the Regional Director/designee of denial decision.
- e) Notify applicant, by personal contact, of recommended action.
- f) Notify applicant by registered letter of action taken and of procedure for fair hearing.
- g) Submit SS-60 to close if no response to ten-day notice or after agency decision is upheld in fair hearing process.

### **LICENSE MAINTENANCE AND RENEWAL**

The Children Services Worker should encourage foster/kinship parent to set up a bookkeeping system whereby detailed records are kept of expenditures for tax purposes.

The assessment should be updated at any time there is a significant change in family situation, including change in household composition, move from one residence to another, major physical changes in the home. If update is due to physical move or physical change in residence, reference must be made to licensing regulation compliance.

Update SS-60 and issue amended license showing new address within already established two (2) year period.

If the foster family has moved to a different county, it will be the responsibility of the county from which the family has moved to notify the receiving county of the change in address and to provide necessary information on current placements. This notification should occur within one week of the move.

Until update is completed, no additional children shall be placed in the foster or kinship care home.

Evaluate a foster/kinship family's continued eligibility within required license renewal time period.

If the resource family asks to change the age, sex or race of children to be considered for placement, update the SS-60 and request the issuance of a new license.

Related Subject: Chapter 3, of this section, Attachment D, Guide for Conducting Renewal Assessment.
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NOTE: For foster family group home relicensure, allow enough lead time to receive completed inspection reports within 90-day period prior to license expiration.
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Record reassessment and recommendation, using Attachment E, Renewal Assessment Recording Outline.

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision.

Obtain signature on Renewal Assessment indicating agreement; family retains one copy.

Update, process/enter SS-60; obtain signed CM-14, and

- a) Recommend issuance of license to foster parents for up to two year period, or
- b) Recommend issuance of license to kinship family for up to two year period, or
- c) If not renewed, see license denial.

Evaluate foster family's expressed interest of becoming foster parents in the Behavioral Foster Care (BFC) program by examining necessary qualifications, and characteristics as listed in Section 4, Chapter 14, Behavioral Foster Care.

- a) Enroll prospective BFC foster parent in specialized BFC training.
- b) Assess prospective BFC foster parent's performance during specialized BFC training to determine if approval is indicated.
- c) Obtain and submit to the Contract Management Unit (CMU), the BFC parent's signature on the CM-14 (BHFC), Amendment to Provide Behavioral Foster Care.

## REVOCATION

Recommend revocation of license status using CS-20 (Foster Home Licensing Action form) through supervisory line to the Regional Director's office.

- a) Identify and document the areas of non-compliance;
- b) In the summary, cite licensing rule(s) on which the decision is based. The summary must contain clear and cogent facts to support staff's recommendations for revocation of license.
- c) When action is CA/N related, submit a copy of form CPS-1.

**NOTE:** If it's decided the foster/kinship parents should no longer provide out-of-home care, refer the foster/kinship parents to community rehabilitative services. Immediately start revocation procedure; do not allow license simply to expire.

Receive confirmation from Area Director of agreement with revocation recommendation.

Notify foster/kinship family by personal contact of recommended action.

Notify foster/kinship family by registered letter, of revocation, citing licensing rule.

Notify foster/kinship parents of right to the fair hearing process.

Submit SS-60 to close if 30-day notice brings no foster/kinship parent response, or after agency decision is upheld in fair hearing process.

Record revocation activities.

Close record.

If Area Director/designee does not uphold revocation recommendation, continue licensure status.

NOTE: CS worker must obtain applicant's signature on the home study indicating agreement. The applicant's signature is also needed if the worker has decided to deny licensure. The signature indicates that the applicant has reviewed the assessment.

When recommending revocation, cite action taken by the agency to help the family resolve the situation causing the problem(s). Describe what services have been offered to the family and the results.

### **3.2 Adoptive Family Assessment**

The Children Services Worker will receive completed application, CS-42.

- a) Complete and process/enter SS-60, Vendor Licensure/ Placement Resource Form.
- b) Applicants shall be at least 21 years of age.

Initiate action within 30 days of receipt of application by face-to-face contact or group informational meeting.

Begin assessment process by personal interview.

Discuss with applicants any questions about the release of identifying and non-identifying information about biological parents/siblings and the Adoption Information Registry.

Related Subject: Section 5, Chapter 2, Record Access.

Complete assessment of family's readiness for adoption within six (6) months from date application received, using Attachment H for guide.

Concentrate on Readiness for Adoptive Parenthood portion of Assessment Guide for already licensed foster parents kinship parents.

Record and recommend, within six (6) months of receipt of application, one of the following:

Related Subject: Attachment C, of this section, Foster/Kinship Family Assessment Recording Outline.

- a) Suspension
- b) Approval
- c) Denial
- d) Withdrawal

Obtain applicant's signature on Family Assessment indicating agreement; applicant retains one copy.

Approve, update, process/enter SS-60, and obtain CW-109 and AEM-2A.

Assist family in registering with other adoption exchanges if appropriate.

Notify of fair hearing process if rejected.

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision.

Update adoptive family assessment at least once every two years (biannually) if no children placed, or if family is interested in additional placements

Related Subject: Attachment E, of this section, Foster/Kinship Family Renewal Assessment Outline.

Update, process/enter SS-60.

Accept approved family assessment of an adoptive home from a private agency or another state (public or private agency) at point of application only if they have utilized our same guidelines for completion of Adoptive Family Assessments.

Contact personally and update assessment if needed.

State applicants must work with just one agency; the applicant must make the decision.

NOTE: Send written notification to family at any time family assessment is removed from active status; inform them of fair hearing process. This should be accompanied by personal contact.

### **3.3 Foster/Adoptive Assessments/Licensing**

NOTE: A child in Children's Division (CD) custody can reach the goal of adoption permanency in one of two ways: adoption by the current foster/kinship family or placement with a new family.

A foster/kinship family must be assessed for adoption if they want to adopt a child in their care. An approved adoptive family must be licensed for foster/adoptive care (FA) if that family requires temporary financial assistance to meet the needs of the child. A foster/adoptive care (FA) license does not apply to foster/kinship families already licensed unless maintenance and special services payment is denied because the child is not eligible for Homeless, Dependent, and Neglected (HDN). Kinship families, not eligible for maintenance and special expense payments, may become eligible for the foster/adoptive care (FA) license by becoming approved as an adoptive family.

Out-of-Home Care payments may be continued until custody is transferred, the adoption subsidy agreement is approved for an eligible child or the child is removed from the home, whichever occurs first. If the child is eligible for adoption subsidy, the transfer of custody or the final adoption must be coordinated with the approval of the agreement for subsidy. This will prevent a break in payment.

NOTE: "FA" refers to the vendor type code (Field 3 of the SS-60) which is used to identify that an approved adoptive family has been licensed to provide foster/adoptive care (FA). This code, in combination with the placement type code, "FAH" (Field 47 of the SS-61), differentiates this type of placement plan for a child from adoption by foster parents (foster/adoptive family) who have had that child in their care. The "FA" and "FAH" codes must be reported when the foster/adoptive care (FA) license is approved. A foster or kinship family vendor type would be reported as an "AD" vendor type in the ACTS vendor subsystem when the adoption of the child is approved. In ACTS, the child's placement type would be reported as "ADF" or "ADR," whichever is appropriate. A vendor may provide more than one type of care. Special action is required in the ACTS vendor subsystem when this occurs. See the SS-60 instructions for the special action required.

The foster/adoptive care (FA) license is generated when the "FA" code is reported in the vendor subsystem. The license is sent to the County Office for transmittal to the family.

The Children Services Worker will pursue licensure of an already approved adoptive family for foster/adoptive care (FA) when the family has been selected for and has accepted a child, if temporary financial assistance is needed.

NOTE: CD approved adoptive families may be licensed to provide foster/adoptive care (FA) for children in the custody of Class I juvenile courts and authorized to receive out-of-home care payments and Medicaid. However, financial assistance shall end when custody is transferred or the child is removed, whichever occurs first. Children in the custody of Class I juvenile courts are not eligible for adoption subsidy.



Complete an adoptive assessment for a foster/kinship family who wants to adopt a child in their care.

Determine that an approved adoptive family meets foster/adoptive care (FA) licensing requirements by receiving a copy of the adoption petition for a specific child, and discussing and obtaining the necessary signatures for the CM-6, Cooperative Agreement for the Purchase of Foster/Adoptive Care (FA) Services.

NOTE: A petition for adoption may be filed before the child is physically placed with the family.

Record all information appropriate to the assessment or licensing requirements.

Make a recommendation for licensure of an approved adoptive family for foster/adoptive care (FA).

Submit completed CM-6 to Contract Management Unit.

Receive notice of approved CM-6 from Contract Management Unit.

Extend a foster/adoptive care (FA) license for subsequent periods of up to nine months until custody is transferred, the Adoption Subsidy Agreement is approved for an eligible child, or the child is removed, whichever occurs first.

NOTE: It is not necessary that placement of the child actually occur for the contract to be signed. But, placement should occur within a reasonable time after licensure. Also, while the license may be extended to accommodate movement in the adoption proceedings, the case plan should include, if needed, actions that will complete the adoption without unreasonable delays.

Make a recommendation for approval of a licensed foster/kinship family to adopt the child in their care.

Maintain accurate SS-60.

Open an SS-60 for foster/adoptive care (FA) for up to nine months, if needed.

NOTE: This includes kinship families who are not eligible to receive payment because the child is HDN eligible only. The kinship parent(s) must be approved as an adoptive family before licensed as a foster/adoptive (FA) family.

Open the licensed foster/kinship family as an adoptive family (AD) when the adoption case plan for a specific child in their care is approved.

NOTE: Kinship adoptions include only licensed kinship families caring for a IV-E eligible child.

Transmit license to foster/adoptive care (FA) family; or

Notify foster/kinship family of approval as an adoptive home.

Allow foster/adoptive care (FA) license to expire for the following reasons:

- a) Family receives custody of the child;
- b) Child is removed from the home;
- c) Family requests termination of the foster/adoptive care (FA) license;
- d) Adoption Subsidy Agreement (CS-SA-2) is approved; or
- e) Adoption is granted if no prior transfer of custody.

When the license expires, close the SS-60.

Follow revocation of license steps in 3.1 of this chapter, if child is removed because a CA/N investigation has found "Preponderance of Evidence" and child is not safe by remaining with the family.

Close SS-60, if license is revoked.

Record all activities, as necessary, and depending on the category of the family adopting the child.

### 3.4 Dual Licensing

NOTE: THIS APPLIES TO DAY CARE-FOSTER FAMILY HOME.

The Children Services Worker will decide to pursue licensure of day care home as a foster care provider.

Meet with day care licensing staff to discuss impact on day care and foster care children in each individual situation in order to assure that dual licensing will not adversely affect either program. (Responsibility for initiating this discussion rests with the licensing program of last inquiry/application.)

Refer request for study to appropriate worker or proceed with licensing study.

Complete SS-60, using same Departmental Vendor Number (DVN) as on the DC-36.

Open separate foster family licensing record including the following:

- a) Copy of day care assessment;
- b) Copy of reference responses;
- c) Copy of medical forms; and
- d) Copy of criminal records check.
- e) Copy of the Family Care Safety Registry report.
- f) Documentation of CaseNet review.

Record additional data in licensing record to indicate compliance with Division foster home licensing rules.

Related Subject: Attachment B of this section, Foster Family Home Licensing Rule.
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NOTE: For combined foster home/licensed day care provider, no foster child under the age of seven may be placed in that home, with the exception of those in a sibling group.
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Evaluate with day care licensing staff the need for any special limitations on the number or ages of children for whom foster care may be provided.

Make recommendation and obtain family's signature on assessment, indicating agreement. Provide them with a copy.

Approve, update, process/enter SS-60; complete CW-203, and obtain signed "Cooperative Agreement for the Purchase of Foster Care Services" (requires annual signature).

Recommend issuance of foster home license to day care home for up to two year period (reflect any special limitations on the number or ages of children for whom care may be provided on the respective license, and in the licensing letter sent the provider), or

Recommend denial using CS-20 through supervisory line to Division Director, including justification for decision.

Receive confirmation from Division Director of agreement with denial decision.

The Division Director or designee will send notification by registered letter of action and right to grievance process, if denial recommendation upheld.

The Children Services Worker will record activities, close SS-60, close record, if rejected applicant selects not to file for grievance process.

#### DMH-CD FOSTER FAMILY HOME

Decide to pursue dual licensure based upon individual assessment of provider's capabilities and respective needs of CD foster child needing placement in such a resource.

Proceed with licensing study in same manner as generally outlined above, disregarding "age seven" restrictions.

NOTE: The combined number of children in such a dual licensed home may not exceed six (6), as required by CD rules.

#### ANY OTHER AGENCY-CD FOSTER FAMILY HOME COMBINATION

Decide to pursue dual licensure based upon individual assessment of provider's capabilities and respective needs of CD foster child needing placement in such a resource.

Proceed with licensing study in same manner as generally outlined above.

MEMORANDA HISTORY: CS03-05; CS03-51, CD04-05; CD04-79